



General Description

The purpose of this position within the organization is to operate and maintain the Water Resource Department's GIS mapping system and/or CIMS database.

Essential Functions:

- Development and maintenance of MWRD GIS layers.
- Updates and maintains various MWRD GIS mapping systems using ESRI Products and other computer related software.
- Enters database information and annotation and other GIS data from sources including as-built drawings, recorded plats, aerial photographs, GPS data collection, CIMS databases, engineering plans, and other historic or archived maps.
- Researches information needed from various sources (surveys, aerial photographs, Property Appraiser data, plats, Department of Transportation maps, County maps, record drawings, as-builts, CIMS databases, etc.).
- Interprets field notes, sketches, instructions from surveyors, construction crews, engineers, Operations and Maintenance, water Inspectors, etc.
- Assists with the preparation, reproduction and distribution of drawings, maps, graphics, displays sewer rehabilitation information and other related documents.
- Coordinates with other county agencies to exchange utility location information for coordination purposes and increase GIS system information integrity.
- Coordinates with the Engineering staff to provide water, wastewater, repurified, and storm-water system information to others.
- Maintains supporting databases for website pages.
- Assists in designing and implementing web-based capabilities supporting organizational activities.
- Performs customized map services as required.
- Performs customer service and assists the public, design engineers and MWRD staff with inquiries and the reproduction of GIS maps, and other related documents.
- Creates ArcGIS Layers, GIS associated databases, and computer aided drawings.
- Performs other work as assigned.

Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 15 pounds of force on a regular and recurring basis or sustained keyboard operations.

Minimum Education and Experience Requirements:

- Requires a bachelor's degree in engineering, geoscience, computer science, remote sensing, geology, or equivalent education, training and experience.
- Requires two years' experience as a geo-coder, GIS mapping technician, CIMS database manager, or closely related experience.
- Knowledge of the terminology, concepts, principles, and practices of geographical information systems (GIS), ArcInfo, ArcView, AutoCAD, water, wastewater, and data management preferred.

Special Certifications and Licenses:

Must possess or have the ability to possess a driver's license valid in the State of Tennessee.